



**California  
Environmental Protection Agency**

**ENVIRONMENTAL JUSTICE  
SMALL GRANTS**

**APPLICATION & INSTRUCTIONS  
2013 Grant Cycle**

**CAL/EPA ENVIRONMENTAL JUSTICE SMALL GRANTS  
2013 Grant Cycle  
APPLICATION & INSTRUCTIONS**

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## Grant Application Submittal Checklist

**For All Grant Applicants** (Your application should include all of the following):

- ☐ Grant Application Coversheet (Appendix 1)
- ☐ Project Narrative (Background, Project Need, Work Plan Description, Budget Description, Significance & Applicability)
  - ☐ Work Plan (sample Work Plan shown in Appendix 2)
  - ☐ Budget (sample Budget shown in Appendix 3)
- ☐ Supporting Documentation –Resume(s) of up to Three (3) Key Staff Involved in Project, including the Project Lead
- ☐ Letters of Support (if applicable)
- ☐ 1 original completed application
  - **Font:** 12 points or larger font.
  - **Paper:** 8 ½" x 11" size paper, double-sided, and numbered consecutively.
  - **Stapled, not bound:** upper left-hand corner.

**For Community Organization Applicants Only:**

- ☐ Verification of federal Internal Revenue Code 501(c)(3) status or evidence of state of California recognition of being a non-profit entity.

**For Tribal Government Applicants Only:**

- ☐ Verification of federal recognition of Tribal status.
- ☐ Approved Resolution/Letter of Authorization from your Tribal governing body (sample Resolution shown in Exhibit C)

**Cal/EPA EJ Small Grants Website:**

<http://www.calepa.ca.gov/EnvJustice/Funding/>

## **CAL/EPA ENVIRONMENTAL JUSTICE SMALL GRANTS APPLICATION AND INSTRUCTIONS**

### **A. Cal/EPA EJ Small Grants Program** (<http://www.calepa.ca.gov/EnvJustice/Funding/>)

Assembly Bill 2312 Chu (Statutes of 2002, Chapter 994) established the Environmental Justice (EJ) Small Grants Program at the California Environmental Protection Agency (Cal/EPA) in the Office of the Secretary. The Cal/EPA Secretary, as authorized by California Code of Regulations Title 27, Division 1, Chapter 3, Article 1, has designated the Deputy Secretary for Science and Environmental Justice to administer the EJ Small Grants to assist eligible community-based, grassroots, non-profit organizations, and federally recognized tribal governments to address environmental justice issues. Eligibility of non-profit entities and federally recognized tribal governments are defined in the Public Resources Code (PRC) Section 71116. The maximum amount of a grant under this program is \$20,000.

### **B. Program Goals**

The Cal/EPA EJ Small Grants Program is designed to provide financial assistance to eligible non-profit community groups and federally recognized tribal governments that are working on or plan to carry out projects to address EJ issues in areas adversely affected by environmental pollutions and hazards. The Cal/EPA EJ Small Grants Program will fund projects that address one or more of the following goals:

#### **1. Improve Access to Safe and Clean Water**

Water is one of the most basic human needs. Safe and clean water is needed for human consumption to prevent dehydration, for cooking, for cleaning and for health needs – yet safe, clean water is not always available to all Californians. Increasing all communities' access to a reliable and healthy water supply is a goal of Cal/EPA.

#### **2. Reduce the Potential for Exposure to Pesticides and Toxic Chemicals**

Exposure to pesticides and toxic chemicals can have many negative health effects, especially to vulnerable populations such as children and pregnant women. There are several ways to prevent or guard against exposure to these substances in order to protect human and environmental health. This can include efforts to reduce or eliminate pollution before it is generated. It may also include measures to minimize or prevent exposure where chemicals and pesticides are used legally.

#### **3. Promote Community Capacity Building -- Improve Communities' and Tribes' Understanding of the Technical and Procedural Aspects of Environmental Decision-Making**

Capacity building enables all members of a tribe or community, including the most disadvantaged and sensitive, to develop skills and competencies to meaningfully participate in decision-making. Community capacity building helps communities become more resilient and better able to address environmental impacts and challenges. Examples of these efforts include training and educational programs on governance and regulatory processes.

#### **4. Promote the Development Of Community-Based Research That Protects and Enhances Public Health and the Environment**

Community-based research is a meaningful, collaborative effort between academic

researchers and community members that aims to generate social action and positive environmental change through the use of multiple knowledge sources and research methods. Academic-community partnerships can enhance understanding of a community's environmental issues, which could include the community's vulnerability to the effects of climate change, and integrate research outcomes with community-based solutions.

#### **5. Address Cumulative Impacts Through Collaboration Between Community-Based Organizations and Local Government**

Many low-income and minority communities in the state face significant environmental and health problems as a result of the cumulative impacts of pollution. Cumulative impact analysis, with participation from community-based organizations and local government, provides an opportunity for a more complete picture of environmental burdens and impacts by examining multiple chemicals, multiple sources, public health and environmental effects, and characteristics of the population that influence health outcomes.

### **C. Funding Available**

Two hundred fifty thousand dollars (\$250,000) in grant funds are available for this 2013 grant cycle. Cal/EPA will fund projects with the maximum grant amounts not to exceed \$20,000 per project. The grant term is approximately from April 2013 through April 2014.

### **D. Eligibility Criteria**

To be eligible for an EJ small grant, the applicant must be one of the following:

1. A non-profit entity. A "non-profit entity" is defined as any corporation, trust, association, cooperative, or other organization that meets all of the following criteria:
  - a) Operates primarily for scientific, educational, service, charitable, or other similar purposes in the public interest;
  - b) Not organized primarily for profit;
  - c) Uses its net proceeds to maintain, improve, or expand, or any combination thereof, its operations; and
  - d) Is a tax-exempt organization under federal Internal Revenue Code Section 501(c)(3), or is able to provide evidence that the state of California recognizes the organizations as a non-profit entity.
2. A federally recognized tribal government.

### **E. Not Eligible for Funding**

- Individuals
- Entities or organizations that are tax exempt under federal Internal Revenue Code Section 501(c)(4).

## F. Grant Timeline

Date	Activity
March – August 2012	2013 Grant Application Package Development
<b>September 5, 2012</b>	<b>Press Release - Notice of Funding Availability Released</b>
<b>December 5, 2012</b>	<b>Grant Application Deadline</b>
December – February 2013	Grant Application Review & Selection
March 2013	Press Release – Grant Award Selections Announced, Agreements Sent Out
March 2013	Notice To Proceed Letter Sent Out
<b>April 2013</b>	<b>Grant Term Begins</b>
<b>September 18, 2013</b>	<b>Progress Report 1 Due</b> (covering 4 months)
<b>January 22, 2014</b>	<b>Progress Report 2 Due</b> (covering 5-8 months)
<b>April 2014</b>	<b>Grant Term Ends</b>
<b>June 2014</b>	<b>Final Report and Final Payment Request Due</b>

## G. Application Requirements

1. All applicants must submit a completed and signed original and a copy of the EJ Small Grants application coversheet (Appendix 1) and an original and a copy of all required attachments.
2. Eligible non-profit community organization applicants only: In addition to the application, you must submit verification of federal Internal Revenue Code Section 501(c)(3) status or evidence of state of California recognition as a non-profit entity with the application. Failure to do so will result in ineligibility of award consideration.
3. Federally-recognized Tribal government applicants only: In addition to the application, you must submit an approved resolution or letter of authorization from your governing Tribal body. The approved resolution for a Tribal government must be submitted, preferably with the grant application package on December 5, 2012, but no later than January 11, 2013. Select the designated signature authority carefully because only the person in the designated position will be able to sign all the grant documents to secure funds and implement the grant project (e.g. application, the Grant Agreement, and Payment Request Form). If a “designee” is authorized in the resolution, be sure to also include a letter signed by the signature authority indicating the title of the designee.

You must submit one of the following:

- a. An approved resolution from the applicant’s governing body which authorizes submittal of an application for the Cal/EPA 2013 EJ Small Grant Cycle and identifies the **title** of

**OR**

b. An approved resolution from the applicant's governing body which authorizes the submittal of grant applications to the Cal/EPA for all available environmental justice grants under the California Code of Regulations Title 27, Division 1, Chapter 3, Article 1, and identifies the **title** of the individual authorized to execute any agreements, contracts, and requests for payment.

- 4

- d) Promotion of community/tribal government involvement in the decision-making process that affects the environment of the community/tribal government; and
- e) Enhancement of community/tribal government understanding of environmental information systems and environmental information.
- f) Other costs deemed eligible by Cal/EPA consistent with State law.

Ineligible costs for funding include the following, but are not limited to:

- a) Lobbying or advocacy activities relating to any federal, state, regional, or local legislative, quasi-legislative, adjudicatory, or quasi-judicial proceeding involving development or adoption of statutes, guidelines, rules, regulations, plans or any other governmental proposal, or involving decisions concerning siting, permitting, licensing, or any other governmental action.
- b) Litigation, administrative challenges, enforcement action, or any type of adjudicatory proceeding.
- c) Funding of a lawsuit against any governmental entity.
- d) Funding of a lawsuit against a business or a project owned by a business.
- e) Matching state or federal funding.
- f) Other state grant programs.
- g) Performance of any technical assessment for purposes of opposing or contradicting a technical assessment prepared by a public agency.
- h) Food, refreshments, drinks, any alcoholic beverages.
- i) Indirect or overhead costs that exceed 50% of the grant funds reimbursed.
- j) Profit or mark-up by the Grantee.
- k) Out-of-State travel.
- l) Overtime costs/compensated time off (except for when law or labor contract requires overtime compensation).
- m) Cell phones, pagers, cameras, personal digital assistants, and other similar electronic devices.
- n) Travel expenditures that exceed the State rate (for hotel and meal rates, see <http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>).
- o) Any pre-paid expenditures for future goods or services delivered beyond the end of the grant term.
- p) Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations.
- q) Expenses for audits of the Grantee's entire organization, or portions thereof that include a review of one of the Cal/EPA Environmental Justice Small Grants cycles.
- r) Costs deemed by the Cal/EPA Grant Manager to be unreasonable or not related to the purpose of the grant.
- s) Other work deemed ineligible by Cal/EPA, consistent with state law.

All expenditures must be only activities, products, and services included in the approved Work Plan (Appendix 2) and approved Budget (Appendix 3). All expenses (including services and goods expenses) must not be incurred before receiving the Notice to Proceed (see section K).

**Important:** Any proposed revision to the Work Plan and/or the Budget must be submitted, and pre-approved **in writing** by your Cal/EPA Grant Manager, prior to Grantee incurring the proposed expenditures. The approval for revision document should be retained by the Grantee for audit purposes.



## K. Application Review, Grant Agreement, Notice to Proceed

1. **Application Review** - Cal/EPA EJ Small Grant Program staff will review applications for adequacy and eligibility. Upon determination that an applicant is eligible, the staff will review, evaluate, and rank the project proposals. The Agency Secretary will make the final selection of projects to fund in consideration of staff's recommendations. The Agency Secretary reserves the right to not award any or only a portion of the Cal/EPA EJ Small Grant, subject to funding availability. All applicants will be advised by a letter sent via U.S. mail of the Agency Secretary's decision.
2. **Grant Agreement** - Following the Agency Secretary's approval of the Grant, the successful applicants will be mailed a Grant Agreement, Final *Procedures and Requirements*, and Final *Terms and Conditions*. These documents, along with the applicant's approved Budget and Work Plan, comprise the Grant Agreement.

The signatory designated by the Applicant's Coversheet (for eligible non-profit applicants only) or Approved Resolution (for Tribal governments only) will be required to sign the Grant Agreement and return it to the Cal/EPA EJ Small Grants Program staff **within ninety (90) days** from the date of mailing by the Cal/EPA. **Important:** If a proposed project cannot be executed within 90 days of grant award attributed to the applicant, then the applicant will be disqualified and the grant **may not be funded**.

3. **Notice to Proceed** - Once the applicant's signed resolution is received and then executed by the Cal/EPA EJ Small Grants Program staff, a Notice to Proceed letter will be mailed to the grantee as notification for approval to proceed with project implementation and expenditures.

## L. Grant Program Contact

For clarification on this year's Cal/EPA EJ Small Grants solicitation, please contact:

Ms. Malinda Dumisani  
Cal/EPA EJ Small Grants Program Manager  
E-mail: [Malinda.Dumisani@calepa.ca.gov](mailto:Malinda.Dumisani@calepa.ca.gov)  
Phone: (916) 445-9480

California Environmental Protection Agency (Cal/EPA)  
Office of the Secretary  
Environmental Justice Small Grants Program  
[www.calepa.ca.gov/EnvJustice/Funding/SmallGrants.htm](http://www.calepa.ca.gov/EnvJustice/Funding/SmallGrants.htm)

Physical Address:  
1001 I Street, 25<sup>th</sup> Floor  
Sacramento, CA 95814

Mailing Address:  
PO Box 2815  
Sacramento, CA 95812-2815

## M. Definitions

1. **"Applicant"** means the entity applying for a grant.
2. **"Application"** means the information an applicant must provide Cal/EPA when applying for a grant.
3. **"BDOs"** means Cal/EPA's Boards, Departments, and Office.
4. **"Cal/EPA"** means California Environmental Protection Agency.

5. **“Environmental Justice”** means “the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies,” as defined by Government Code Section 65040.12.
6. **“Grant”** means a sum of money to assist an enterprise deemed advantageous to the public.
7. **“Grant Manager”** means the Cal/EPA EJ Grant Program staff person responsible for monitoring the grant.
8. **“Grant Administrator”** means the person of the grant project who is responsible for the day-to-day management of the project.
9. **“Grantee”** means the eligible organization or tribal government that receives the funding from the grant.
10. **“Notice to Proceed”** means the letter sent by Cal/EPA EJ Small Grants staff to the grantee authorizing the grantee to implement and make expenditures for the approved project.
11. **“Signature Authority”** means the person duly authorized and empowered to execute in the name of the applicant all grant-related documents.
12. **“Secretary”** means the Agency Secretary for the California Environmental Protection Agency or his or her designee(s).

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## N. Proposal Narrative – Scoring Criteria

The narrative of your proposal should include clear and succinct responses to the questions in the following table titled Scoring Criteria. The narrative must clearly and concisely describe and justify each task presented in the proposal. A well-prepared application will address each question briefly, thoroughly, and pay specific attention to each of the points listed in the Scoring Criteria. Your narrative is limited to 15 pages. **The applicant is responsible for supplying sufficient detail for the review panel to fully evaluate the proposal. You must not assume the review panel knows anything about your organization or previous program experience.**

Attachments to support the proposal narrative are NOT included in the fifteen (15) page limit, and include:

- ☐ Application Cover Sheet (Appendix 1)
- ☐ Resume(s) of up to Three (3) Key Staff Involved in the Project, including the Project Lead
- ☐ Letters of Support (if applicable)



### TIPS FOR APPLICATION WRITING:

Clearly respond to each question so that your response can stand alone and this makes it easier for the review panel to score your application. Do not worry if you seem to be repeating yourself—try to be clear and concise in your response.

**INSTRUCTIONS:** The following format must be used to complete this exhibit. **All questions in the following template must be answered by the applicant.** This must be legibly printed or typed double-sided on 8 ½" x 11", with all pages numbered consecutively. This must be single-spaced, have one-inch margins and minimum 12-point font. Do not include attachments other than those requested.

Applicants will be ranked based upon the scoring criteria listed below. Proposals with the highest scores will be considered for funding first. **Applications that are not complete will not be considered for scoring.**

Minimum Requirements	
	Description
Pass/Fail	Coversheet – completed and signed. Signature must be <u>original and only signed by the designated authorized Signature Authority</u> . No stamped or photo-copied signatures.
Pass/Fail	<u>Eligible Non-profit Community Organization Applicants Only:</u> Verification of federal Internal Revenue Code 501(c)(3) status or state of California (e.g., Secretary of State) recognition of being a non-profit entity.
Pass/Fail	<u>Federally Recognized Tribal Governments Only:</u> Verification of federal recognition of Tribal status.
Pass/Fail	<u>Federally Recognized Tribal Governments Only:</u> Approved resolution or letter of authorization authorizing Signature Authority.
Pass/Fail	1 original completed application.
Pass/Fail	Project addresses one or more of the eligible Program goals.

**2013 Grant Cycle  
Scoring Criteria Description**

A. Background	5 Points
<ol style="list-style-type: none"> <li>1. <b>Provide a brief summary of the applicant's organization or Tribal body, including how long the organization has been in existence.</b></li> <li>2. <b>Describe how the organization has been successful in the past with activities similar to the proposed project.</b></li> </ol>	<p>2 points</p> <p>3 points</p>
B. Project Need	20 Points
<ol style="list-style-type: none"> <li>1. <b>Identify the environmental justice issue(s) to be addressed by the project.</b></li> <li>2. <b>Identify the environmental justice community/target audience.</b> Types of local demographic studies/statistics that might be useful include: percentage of total population targeted; ethnicity; age distribution; median household income; number of single family homes and multiple family housing units; size and ethnicity of immigrant populations; etc. Helpful websites - <a href="http://quickfacts.census.gov/qfd/states/06000.html">http://quickfacts.census.gov/qfd/states/06000.html</a> and <a href="http://www.dof.ca.gov/research/demographic/">http://www.dof.ca.gov/research/demographic/</a> contain the population statistics and other demographic information.</li> <li>3. <b>Provide a project description that describes how the applicant is community-based and plans to involve the target audience in the project.</b></li> <li>4. <b>Identify the grant program goal(s) that the project shall meet and how this project will meet the goal(s)</b> (Refer to section B for grant Program Goals). <ul style="list-style-type: none"> <li>▪ Are the identified issues being addressed?</li> <li>▪ What activities will be conducted to meet the goals?</li> <li>▪ How do the program goals you've selected to address relate to the needs of your target audience?</li> <li>▪ How will you track the progress of the project?</li> <li>▪ To whom will each activity be directed?</li> <li>▪ Given the target audience for the project, are the objectives reasonable and significant?</li> </ul> </li> </ol>	<p>2 points</p> <p>3 points</p> <p>5 points</p> <p>10 points</p>
<div data-bbox="164 1612 232 1675"></div> <p><b>TIPS FOR PROPOSED ACTIVITIES:</b> Be realistic about what can be accomplished within the term of the grant. If a project proposal is too optimistic (e.g., proposing to do too much within the proposed time frame), the funds will not cover the cost of the project and would be deemed unrealistic and ranked low accordingly.</p>	

### Scoring Criteria Continued

<b>C. Work Plan</b> (refer to Appendix 2 for a sample of the Work Plan the applicant must follow in responding to this section)	<b>25 Points</b>
<p><b>Provide project activity plans/time frames, and expected results.</b> The activities must address programs goals and must flow directly from EJ issues identified. This section should also specify evaluation steps detailed in the following evaluation criteria.</p>	<b>25 points</b>
<b>D. Budget</b> (In addition to answering the following questions; please refer to Appendix 3 for sample Budget the applicant must follow in responding to this section)	<b>20 Points</b>
<p><b>Budget – Provide budget figures/projections to justify the requested award amount.</b></p> <ul style="list-style-type: none"> <li>Refer to section J. Eligible and Ineligible Costs to assist you in response to the following questions.</li> <li>Is an itemized cost breakdown associated with each activity, task or subtask included?</li> <li>Have you included all costs associated with all tasks outlined in your narrative and Work Plan?</li> <li>Are any costs ineligible for grant funding?</li> <li>Are supporting documents numbered and arranged in the same order as listed in the expenditure itemization?</li> <li>Are the costs of the activities/tasks reasonable?</li> </ul>	<b>20 points</b>
<b>E. Significance &amp; Applicability</b>	<b>20 Points</b>
<b>1. Provide a description of how the project results will be significant to the target audience, including anticipated benefits and challenges to implementing the project, and indicators (evaluation criteria) to measure the success in achieving project goals.</b>	<b>15 points</b>
<b>2. Provide an explanation of how the project may serve as a model and can be applied in other settings/geographic areas.</b>	<b>5 points</b>
<b>F. Supporting Documentation</b>	<b>10 Points</b>
<b>1. Resume of Project Lead and any Key Staff</b> - Include an appendix with resumes of up to three key staff who shall be significantly involved in the project, including the project lead.	<b>6 points</b>
<b>2. Letters of Support.</b> If the proposed project includes the significant involvement of other community organizations or Tribal governments, applicants must include letter(s) of commitment from these organizations/tribal governments.	<b>4 points</b>
<b>Total Possible Points</b>	<b>100</b>

## **O. Grant Administration**

The requirements for properly administering this grant will be fully set forth in the *Terms and Conditions* (sample shown in Exhibit A) and the *Procedures and Requirements* (sample shown in Exhibit B) of your Grant Agreement. As a courtesy, these Exhibits are provided in draft form as part of this application package. It is advisable for both the program and financial staff of your organization or Tribal government and any other organization/Tribal government that may be participating in the project to review these documents BEFORE submitting the grant application. **Please note: These documents are subject to change without notice prior to the grant award.**

- ◆ Exhibit A: Draft Terms and Conditions
- ◆ Exhibit B: Draft Procedures and Requirements

## **P. Appendices (included in Application & Instructions)**

- ◆ Appendix 1     Application Coversheet
- ◆ Appendix 2     Sample Work Plan
- ◆ Appendix 3     Sample Budget

## **Q. List of Attachments** (not included in Application & Instructions, separate documents)

- ◆ Exhibit A     Draft Terms and Conditions
- ◆ Exhibit B     Draft Procedures and Requirements
- ◆ Exhibit C     Sample Resolution/Letter of Authorization for Tribal Governments

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State of California  
California Environmental Protection Agency  
**CAL/EPA ENVIRONMENTAL JUSTICE SMALL GRANTS**  
**2013 Grant Cycle**  
**APPLICATION COVERSHEET**

**APPENDIX 1**

<b>Part 1. Applicant Information</b>	
Applicant (Organization/Tribal Government) name:	Date:
Project Title:	Grant Funds Requested:
Applicant physical address (Street, City, State, Zip code):	
Applicant mailing address (Street, City, State, Zip code):	
Applicant web page address (if applicable):	
<input type="checkbox"/> Non-profit federal Internal Revenue Code Section 501(c)(3) status	<input type="checkbox"/> Federally Recognized Tribal Government
<b>Grant Administrator</b>	
Grant Administrator - Name of Lead Person who will be Implementing Grant(First name, Last name):	Title of Grant Administrator:
Telephone number of Grant Administrator (required): (      )	Fax number of Grant Administrator: (      )
E-mail Address of Grant Administrator (required):	
<b>Signature Authority</b>	
Signature Authority – Print Name of Person who will be Signature Authority of Grant (First name, Last name)	Title of Signature Authority:
Telephone number of Signature Authority (required): (      )	Fax number of Signature Authority: (      )
E-mail Address of Signature Authority (required):	
<b>Part 2. Project Information – 2013 Program Goals Addressed</b>	
<b>How will the funds from the grant be used? Check all that apply:</b>	
Improve Access to Safe and Clean Water	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reduce the Potential for Exposure to Pesticides and Toxic Chemicals	<input type="checkbox"/> Yes <input type="checkbox"/> No
Promote Community Capacity Building -- Improve Communities' and Tribes' Understanding of the Technical and Procedural Aspects of Environmental Decision-Making	<input type="checkbox"/> Yes <input type="checkbox"/> No
Promote the Development of Community-Based Research that Protects and Enhances Public Health and the Environment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address Cumulative Impacts Through Collaboration between Community-Based Organizations and Local Government	<input type="checkbox"/> Yes <input type="checkbox"/> No



**CAL/EPA ENVIRONMENTAL JUSTICE SMALL GRANTS**  
**2013 Grant Cycle**  
**APPLICATION COVERSHEET**

[illegible]

I certify that all information in this application is true and complete to the best of my knowledge and belief. I certify that I am signing on behalf of the applicant in the capacity as a signature authority indicated next to my name below and that I am authorized to execute this application on behalf of the applicant.

Date:

## SAMPLE WORK PLAN

**INSTRUCTIONS FOR COMPLETING THE WORK PLAN:** The Work Plan must list all activities described in the Proposal Narrative that are necessary to complete the proposed project. In the first column, number the major tasks for your project. In the second column, describe the proposed activities to be undertaken in order to accomplish the task. In the third column, state who (by name, title, organization/federally recognized Tribe) will be the lead for that activity (Be sure to submit resumes for at least 3 key staff listed in the Work Plan who will be involved with implementing the project). In the last column, note the beginning and end date for each activity.

## SAMPLE WORK PLAN

Task Number	Description of Activity to Accomplish Task	Project Staff	Start & End Dates
<b>Task 1</b>	<b>Develop effective youth leaders and activists who will help educate the X community about the nature of lead poisoning, the need for testing and home screening, as well as preventative measures and resources for dealing with the problem.</b>	<b>Kenya Tillman Executive Director, Great Organization (Project Lead)</b>	<b>4/13-5/13</b>
Task 1.1	Conduct meeting with organization youth who are interested in educating community	Kerry Toure Community Organizer, Great Organization	4/1/13-3/31/13
Task 1.2	Train organization of protocol of talking with community residents	Tanya King Facilitator, Great Organization	4/15/13-4/30/13
Task 1.3	Conduct meeting with interested community residents and informed youth educators	Tyrone Johnson Community Organizer, ABD organization	5/1/13-5/15/13
<b>Task 2</b>	<b>Conduct meetings with Tribal leaders regarding environmental justice, and identification of Tribal environmental issues and discussion about potential solutions</b>	<b>Keisha Issaka Facilitator, ABD Organization (Project Manager)</b>	<b>4/13-10/13</b>
Task 2.1	Conduct meeting with Tribal Leaders regarding environmental justice issues they have and brainstorm solutions	John Sinai President, ABD Organization	4/1/13-10/15/13

## SAMPLE BUDGET



### Tips for Developing Your Budget:

Appendix 3 is an example of how a budget should be itemized. This may not apply directly to your proposed project, but is included to give you an idea of the level of detail expected.

Round budget line items to the nearest whole dollar. Items less than fifty cents should be rounded down and those at fifty cents or more should be rounded up.

Time spent by a staff performing an activity directly related to the execution of the grant (not supervision), such as speaking at events, drafting program materials, etc., is a direct cost and should be charged to the appropriate activity. Any such activity must be clearly supported by appropriate documentation.

Time spent for personnel costs should include the name, title, rate of pay (e.g., \$10/hour) of the name individual listed. Any such activity must be clearly supported by appropriate documentation.

Double-check to make sure your budget adds up correctly.

Remember, if the proposed project's budget is over \$20,000 dollars, if selected and awarded, \$20,000 dollars is the maximum that can be awarded.

Task Number	Budget Item	Rate	Units	Hours	Cost
Task 1	Develop effective youth leaders and activists who will help educate the X community about the nature of lead poisoning, the need for testing and home screening, as well as preventative measures and resources for dealing with the problem.				
Task 1.1	Conduct meeting with organization youth who are interested in educating community <ul style="list-style-type: none"><li>Environmental Information Representative (Kerry Adams, Executive Director)</li></ul>	\$10.00/hour	4	hours	\$40.00
Task 1.2	Train organization of protocol of talking with community residents <ul style="list-style-type: none"><li>Environmental Information Trainer (Tanya King, Community Organizer)</li></ul>	\$25.00/hour	20	Hours	\$500.00
Task 1.3	Conduct meeting with interested community residents and informed youth educators <ul style="list-style-type: none"><li>Meeting room reservation (Jane Adams, Meeting Facilitator)</li><li>Environmental materials to handout to interested residents</li></ul>	\$10.00/hour for 2 hours 1 Room = \$450/day Materials = \$.20/copy @2000 copies			\$20.00 \$450.00 \$400.00
Task 2	Conduct meetings with Tribal leaders regarding environmental justice, and identification of Tribal environmental issues and discussion about potential solutions.				
Task 2.1	Conduct meeting with Tribal Leaders regarding environmental justice fundamentals (John Smith, President)	\$20.00/hour for 3 hours 1Room = \$500/day Materials = \$.30/copy @2000 copies			\$60.00 \$500.00 \$600.00
Total Grant Amount Requested:					\$2570.00